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WAR FOOD ADMINISTRATION
Food Distribution Administration
Washington 25, D. C.

October 23, 1943

SPECIAL COMMODITIES BRANCH MEMORANDUM NO. 36

To: Chiefs of all Divisions and Sections

From: H. C. Albin, Chief, Special Commodities Branch

Subject: Daily Report of Absentees

Effective immediately each Section Chief or designated Supervisor will report to his division chief by 11:00 a. m. on Form 48 (copy attached) the employees in his section absent from duty that day.

In the event employees leave work after the report has been submitted they must be reported in the following day's report using the lower half of the form for this purpose.

The report is to be prepared in triplicate. The original and one copy are to be forwarded to the Division Chief, who will retain the copy in his files, initial the original and forward it to the administrative officer.

The administrative officer will check leave slips against these daily report sheets and the Division chiefs will be held strictly responsible for prompt submission of leave slips for all absences.

Attachment

H. C. Albin

WAR FOOD ADMINISTRATION
Food Distribution Administration

Date _____

Daily Report of Absentees

Name	Annual	Sick	L. W. O. P.	*Hours off Duty

Supplemental Report for Previous Day

Name	Annual	Sick	L. W. O. P.	*Hours off Duty

*When absence is for full working day, hours need not be indicated.

Section Chief-----
Division Chief(initials)

